



Extended School Program Staff Job Description:

Position: Extended School Program Staff

Reports to: Co- Directors of ESP

Position description:

The Staff of the Extended School Program (ESP) shall strive to develop and maintain an atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth.

Primary Responsibilities:

Duties of this job include, but are not limited to:

- Willingness to work in an educational setting that adheres to and teaches the faith and moral tenets of the Roman Catholic Church.
- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Greets each child in a warm and friendly manner.
- Interacts with the children and encourages their involvement in activities.
- Provides a warm, safe, and caring environment that is kept orderly, clean, and appealing. The environment should allow the child to grow and to explore.
- Assists in planning, preparing, and implementing daily activities (indoor/outdoor) as they relate to the curriculum.
- Responsible for the health, welfare, and safety of the children.
- Assists in maintaining daily attendance records.
- Works with other staff members to form a positive, supportive team atmosphere.
- Ensures confidentiality of privileged information.
- Maintains adherence to all school policies and procedures, including safety requirements.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in a Catholic school classroom and which reinforce the overall goal of forming young men and women with strong morals and character.
- Cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Models spiritual maturity in leading students towards Christ and in spiritual growth.
- Establishes and maintains cooperative working relationships with students, parents, and schools, as measured by Saint Francis International School and Archdiocese of Washington performance appraisals.
- Assumes responsibility for meeting his/her performance goals.
- Maintains professional competence through in-service education activities provided by professional growth activities.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules.
- Participates in faculty committees and the sponsorship of student activities.
- Performs other duties and responsibilities as assigned by the school administration, including their direct supervisor.

All work responsibilities are subject to having performance goals and/or targets established as part of the annual professional growth planning process or as the result of organizational planning.



Education, Certifications, and Work Related Experience:

- High school diploma or higher (Bachelor's degree preferred)
- Level three child care credential or higher or the ability to receive credential
- Teaching experience valued
- A willingness to share their Christian testimony and instruct others in the faith
- Must be willing and able to be CPR and First Aid certified

Knowledge-base Requirements:

- Training and/or experience in early childhood education or child care

Technical Competencies and Skills:

- Possesses strong oral and written communication skills
- Applicant able to speak and/or write in multiple languages are encouraged to apply
- Can work independently and can work as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve school goals
- Displays effective multi-tasking and time management skills
- Operational knowledge of the Internet and web-related technologies
- Utilizes all required and recommended Saint Francis International School school-wide instructional and planning methods

Working Conditions:

- Regular to frequent requirement, and as needed, to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.
- Noise level can be moderate to loud.
- Saint Francis International School is an Equal Opportunity Employer. ADA requires SFIS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position.